



PORT of KENNEWICK

COMMISSIONERS | DAVID W. HANSON | GENE WAGNER | SKIP NOVAKOVICH

August 22, 2011

VIA EMAIL AND U.S. MAIL

Mr. John S. Ziobro
Telquist Ziobro McMillen
Attorneys at Law
1333 Columbia Park Trail, Suite 101
Richland, WA 99352

RE: Request for Public Records dated August 3, 2011

Dear Mr. Ziobro:

The Port of Kennewick began researching our records to obtain the information you requested.

The first installment of travel expense reports; claims for expenses and reimbursements; and vouchers and supporting invoices for claimed expenses have been located and copied. Personal and private information has been redacted from the records and the records have been reviewed by Port counsel. A third party notification letter was sent to the individual notifying them of the right to review the records and seek to enjoin production pursuant to RCW 42.56.540. This individual has declined to enjoin the records; therefore the records will be available in our main office for your inspection on August 31, 2011.

The assembled records will be available for inspection or copying and must be claimed or reviewed within thirty days of this notification.

Should you wish to inspect the records, it is necessary to indicate which documents you wish to have copied; flags will be provided for this purpose. After the inspection is complete, I will arrange for copying the records you deem necessary.

The charge for standard black-and-white photocopies is fifteen cents per page. I estimate the projected cost for the first installment will be \$112.50. A deposit of \$11.25, by cash or money order, is required before copies will be made. The balance will be due prior to release of the remaining documents.

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Due to the broad nature of your request, however, particularly the fourth and fifth request, which contain no date limitations, the Port estimates that it will take approximately 6 months to complete the entire request. The Port will open its records and allow full access to all expense records in our possession, which may go back to 1915, when the Port was formed. This will allow you to flag the expenses you would like to have copied. Or, if you are willing to narrow the request, the Port would be able to complete the request on a shorter time table. The Port will continue to produce records in installments and will be able to provide information on the second installment by September 12, 2011.

Please contact me at 586-1186, extension 2, to notify me of how you wish to proceed. If I may be of further assistance, or should you have any questions, please do not hesitate to contact me.

Sincerely,



Bridgette Scott
Executive Assistant